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**Lafayette, Louisiana
City-Parish Consolidated Government**

**Substantial Amendment to the Consolidated Plan
2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing
Program (HPRP)**

**LCG, Department of Community Development
Submitted May 14, 2009**

LAFAYETTE
CONSOLIDATED
GOVERNMENT



OFFICE OF THE PRESIDENT

L. J. JOEY DUNEL, JR.
CITY-PARISH PRESIDENT

785 W. UNIVERSITY AVENUE
P.O. BOX 4620
LAFAYETTE, LOUISIANA 70502
TEL: (337) 281-0388
FAX: (337) 281-0389
email: jdunel@lafayettegov.com

May 14, 2009

Cheryl S. Braux, Field Office Director
HUD – Community Planning and Development
501 Magazine Street (4th floor)
New Orleans, LA 70130

RE: Substantial Amendment to the Lafayette City-Parish Consolidated Government
(LCG) 2008 Annual Plan for the Homelessness Prevention and Rapid Re-Housing
Program (HPRP)

Dear Ms. Braux:

Please accept the enclosed original and two copies of the LCG's amendment to its 2008
Annual Plan. This amendment has been prepared in compliance with the HUD's HPRP
regulations. The LCG looks forward to implementing the activity contained in this
amendment and achieving the local and national objectives therein.

Sincerely,

Lafayette Consolidated Government


L. J. JOEY DUNEL, JR.
City-Parish President

gjb

Enclosures

Application for Federal Assistance SF-424

Version 02

1. Type of Submission:

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

2. Type of Application -- (If Revision, select appropriate letter(s))

- ☒ New
☐ Continuation
☐ Revision
Other (Specify) _____

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

8a. Legal Name: Lafayette City-Parish Consolidated Government

8b. Employer/Taxpayer Identification Number (DUNSING):
73-1306268

8c. Organizational DUNS:
070694026

8d. Address:

*Street 1: P.O. Box 8017-C
*Street 2: _____
*City: Lafayette
*County: Lafayette
*State: LA
*Province: _____
*Country: United States
*Zip+Postal Code: 70502

8e. Organizational Unit:

Department Name:

Department of Community Development

Division Name:

Governmental and Business Relations

9. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mrs. *First Name: (Singular) _____
Middle Name: L. _____
Last Name: Edwards
Suffix: _____

Title: Director, Department of Community Development

Organizational Affiliation:

*Telephone Number: 337-291-5433

Fax Number: 337-291-5434

*Email: info@lafayettegov.net

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify):

City-Parish Consolidated Government

***10 Name of Federal Agency:**

United States Department of Housing and Urban Development

***11 Catalog of Federal Domestic Assistance Number:**

14.257

CFDA Title:

Homeslessness Prevention and Rapid Re-Housing Program (1999)

***12 Funding Opportunity Number:**

*Site:

***13 Competition Identification Number:**

Title:

***14 Areas Affected by Project (Cities, Counties, States, etc.):**

Lafayette Parish

***15 Descriptive Title of Applicant's Project:**

Lafayette's Homeslessness Prevention and Rapid Re-Housing Program

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16. Congressional District (C):

To Applicant: Seventh District

To Program/Project: Seventh District

17. Proposed Project:

To Start Date: 07/01/2009

To End Date: 06/30/2013

18. Estimated Funding (E):

To Federal: \$672,880
To Applicant:
To State:
To Local:
To Other:
To Program Income:
To TOTAL: \$672,880

19. Is Application Subject to Review By State Under Executive Order 12072 Process?

- ☐ a. This application was made available to the State under the Executive Order 12072 Process for review on _____
☐ b. Program is subject to E.O. 12072 but has not been selected by the State for review.
☒ c. Program is not covered by E.O. 12072

20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes ☒ No

21. By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1301)

☒ ** I AGREE

**The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative

Prefix: The Honorable First Name: L
Middle Name: J
Last Name: Duot
Suffix: Jr.

Title: Lafayette City-Parish President

Telephone Number: (504) 281-8260

Fax Number: (504) 281-8260

E-mail: jduot@lafayette.gov

Signature of Authorized Representative

Date Signed: 5/2/09

Authorized for Local Reproduction

Standard Form 424 (Revised 07/2003)
Prescribed by OMB Circular A-101

Application for Federal Assistance SF-424

Version: 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.
N/A

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

Grantees eligible to receive funds under the Homelessness Prevention and Rapid Re-Housing Program (HPRP) are required to complete a substantial amendment to their Consolidated Plan 2008 Action Plan. This form sets forth the required format for this substantial amendment. A completed form is due to HUD within 60 days of the publication of the HUD HPRP notice.

To aid grantees in meeting this submission deadline, the HPRP Notice reduces the requirement for a 30-day public comment period to no less than 12 calendar days for this substantial amendment. With this exception, HPRP grantees are required to follow their Consolidated Plan's citizen participation process, including consultation with the Continuum of Care (CoC) in the appropriate jurisdiction(s). Grantees are also required to coordinate HPRP activities with the CoC's strategies for homeless prevention and ending homelessness. To maximize transparency, HUD strongly recommends that each grantee post its substantial amendment materials on the grantee's official website as the materials are developed.

A complete submission contains the following three documents:

- 1) A signed and dated SF-424,
- 2) A completed form HUD-40119 (this form), and
- 3) Signed and dated General Consolidated Plan and HPRP certifications.

For additional information regarding the HPRP program, visit the HUD Homelessness Resource Exchange (www.hudhre.info). This site will be regularly updated to include HPRP resources developed by HUD and its technical assistance providers.

The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

Information is submitted in accordance with the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, and establish grant amounts.

Public reporting burden for this collection of information is estimated to be 16 hours, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. To the extent that any information collected is of a confidential nature, there will be compliance with Privacy Act requirements. However, the substantial amendment to the Consolidated Plan 2008 Action Plan does not request the submission of such information.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

A. General Information

Grantee Name	Lafayette City-Parish Consolidated Government (LCG)
Name of Entity or Department Administering Funds	LCG Department of Community Development (DCD)
HPRP Contact Person (person to answer questions about this amendment and HPRP)	Melanie L. Edwards
Title	Director, DCD
Address Line 1	P.O. Box 4017-C
Address Line 2	
City, State, Zip Code	Lafayette, LA 70502
Telephone	(337) 291-8402
Fax	(337) 291-8434
Email Address	mlewis@lafayettegov.net
Authorized Official (if different from Contact Person)	L. J. Durel, Jr.
Title	Lafayette City-Parish President
Address Line 1	P.O. Box 4017-C
Address Line 2	
City, State, Zip Code	Lafayette, LA 70502
Telephone	(337) 291-8300
Fax	(337) 291-8399
Email Address	jdurel@lafayettegov.net
Web Address where this Form is Posted	http://www.lafayettela.gov/CD/dpt860consolidatedplanning.asp

Amount Grantee is Eligible to Receive*	\$672,893
Amount Grantee is Requesting	\$672,893

*Amounts are available at <http://www.hud.gov/recovery/homelesspreventrecov.xls>

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness
Prevention and Rapid Re-Housing Program (HPRP)**

B. Citizen Participation and Public Comment

1. Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment (limit 250 words).

Response:

Sunday, March 22, 2009: The LCG, DCD published an ad in the Lafayette Daily Advertiser announcing public hearing #1 for the availability and use of HPRP funds for eligible homeless activities.

Thursday, April 2, 2009: Members of the LCG, DCD met with the Acadiana Regional Coalition on Homelessness and Housing (ARCH – the Continuum of Care Coalition for Lafayette Parish) to discuss the HPRP application process and the homeless needs priorities that are to be addressed by HPRP funds.

April 7, 2009: The LCG, DCD submitted a resolution to the Lafayette City-Parish Council allowing the LCG to apply for HPRP funding.

April 8, 2009: The LCG, DCD held public hearing #1 for the HPRP and CDBG-R programs at 5:15 pm in The Greenhouse Senior Center.

Friday, April 17, 2009: A newspaper ad was placed in the Friday, April 17, 2009 edition of the Lafayette Daily Advertiser.

May 1, 2009: This substantial amendment was published on the LCG, DCD website and released for a twelve (12)- day public comment and review period at the following locations: Lafayette Public Libraries (Main and Clifton Chenier Center Branches); LCG, Department of Community Development; Lafayette City-Parish Council Office; Housing Authority of the City of Lafayette, LA (Administration Office). All comments were due in the LCG, DCD office by May 12, 2009.

May 15, 2009: The substantial amendment to the LCG 2008 Annual Plan was submitted to HUD.

2. Provide the appropriate response regarding this substantial amendment by checking one of the following options:

- ☐ Grantee did not receive public comments.
- ☐ Grantee received and accepted all public comments.
- ☐ Grantee received public comments and did not accept one or more of the comments.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

3. Provide a summary of the public comments regarding this substantial amendment. Include a summary of any comments or views not accepted and the reasons for non-acceptance.

Response:

No public comments were submitted to the LCG, DCD.

C. Distribution and Administration of Funds

(Reminder: The HPRP grant will be made by means of a grant agreement executed by HUD and the grantee. The three-year deadline to expend funds begins when HUD signs the grant agreement. Grantees should ensure that sufficient planning is in place to begin to expend funds shortly after grant agreement.)

1. Check the process(es) that the grantee plans to use to select subgrantees. Note that a subgrantee is defined as the organization to which the grantee provides HPRP funds.

☐ Competitive Process

☐ Formula Allocation

☐ Other (Specify: _____)

2. Briefly describe the process(es) indicated in question 1 above (limit 250 words).

Response:

LCG works closely with the Acadiana Regional Coalition on Homelessness and Housing (ARCH), Lafayette's Continuum of Care organization. ARCH is a regional coalition of services and affordable housing providers from the eight (8) parishes of south central Louisiana (Region IV), including Acadia, Evangeline Iberia, Lafayette, St. Landry, St. Martin, St. Mary, and Vermilion parishes. The coalition is comprised of thirty organizations and individuals who work with or have an interest in helping the homeless. ARCH's mission includes, but is not limited to, ensuring that a seamless system of services is available to move individuals from the streets to independent, permanent housing.

LCG is the local grantee for the Emergency Shelter Grant (ESG) program authorized by the Stewart B. McKinney Homeless Assistance Act approved July 22, 1987, as amended. LCG has met with the ARCH members and ESG subgrantees located in Lafayette Parish to discuss the process, agree on percentages of the allocation spent per eligible category and to set an application schedule for agencies interested in participating in the grant program. Participants will submit their applications to the LCG where they will be reviewed, rated according to ESG performance measurements, and submitted to the Lafayette City-Parish Council for final funding authorization.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

3. Briefly describe the process the grantee plans to use, once HUD signs the grant agreement, to allocate funds available to subgrantees by September 30, 2009, as required by the HPRP Notice (limit 250 words).

Response:

Once HUD signs the grant agreement, LCG will review all applications from local homelessness prevention agencies for HPRP funding. The application will be reviewed for accuracy, need for and ability to deliver grant services, past grant performances, HMIS and HMIS participation. The applications will be rated by DCD staff and non-applying ARCH agencies. Recommendations for funding will be presented to the Lafayette City-Parish Council for final action. Agencies selected to receive funding will be contracted with and schedules set according to grant requirements, bearing in mind the September 30, 2009 deadlines.

4. Describe the grantee's plan for ensuring the effective and timely use of HPRP grant funds on eligible activities, as outlined in the HPRP Notice. Include a description of how the grantee plans to oversee and monitor the administration and use of its own HPRP funds, as well as those used by its subgrantees (limit 500 words).

Response:

The LCG, DCD will monitor each program, function and activity undertaken with HPRP funds received from HUD. The purpose of the monitoring is to: 1) determine whether funds are being used adequately for fulfilling the appropriate federal requirements with respect to city-parish or subrecipient activities; 2) assure that HPRP funds are used to address the priority needs established this substantial amendment to the LCG 2008 Annual Plan. The DCD and all subrecipients shall be required to maintain adequate documentation to ensure that proper procedures are being followed. Subrecipients will be required to be current users of the local Homeless Management Information System (HMIS) so that participant eligibility and receipt of services can be monitored by the LCG. Subrecipient activities and HMIS data shall be reviewed by the DCD and will be submitted to HUD no later than 10 days after the end of each quarter. Corrective actions shall be required for all activities not in compliance with said requirements. The LCG, DCD shall submit to monitoring by HUD representatives at HUD's request, and will comply with recommendations resulting from such monitoring. Subrecipient activities are also subject to review by HUD. Subrecipients are required to submit financial and progress reports on a quarterly basis, based on the Consolidated Plan program year. If an agency is not meeting its proposed goals, the DCD staff will work with the agency to determine problems in performance and to set a schedule for meeting the established goals. Expenses determined to be ineligible or questionable will not be reimbursed. To ensure the timeliness of expenditure of grant funds, the LCG's grant agreements require subrecipients to draw down funds no more than 60 days after incurring expenses. The grant agreement also states specific deadlines for completing entitlement funded projects. The LCG uses the HUD recommended CDBG workout plan spreadsheet to monitor drawdowns on a monthly basis.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

An Annual Performance Report will be submitted to HUD within 60 days of the end of each federal fiscal year. The LCG will expend 60 percent of the grant funds within 2 years of the date that HUD signed the grant agreement. The LCG will expend 100 percent of the grant funds within 3 years of the date HUD signed the grant agreement.

D. Collaboration

1. Briefly describe how the grantee plans to collaborate with the local agencies that can serve similar target populations, which received funds under the American Recovery and Reinvestment Act of 2009 from other Federal agencies, including the U.S. Departments of Education, Health and Human Services, Homeland Security, and Labor (limit 250 words).

Although the LCG has not identified any local homelessness prevention agencies that have already received said funding, it has and will continue to collaborate with ARCH members and other homelessness prevention agencies in regard to the HPRP grant. ARCH agencies have and will be consulted in the application process and some will, undoubtedly, be contracted with to provide HPRP services. ARCH also collaborates with and includes in its membership personnel from the Workforce Investment Board, FEMA Emergency Food and Shelter Program, the Lafayette Parish School Board and the Lafayette Parish Sheriff's office. These personnel take an active part in ARCH activities and homelessness prevention services.

Once the grant agreement has been signed, LCG and those agencies selected as subgrantees will collaborate on a monitoring plan which will incorporate a clearing-house agent/agency to review all documentation to prevent duplication of efforts and clients served by those agencies.

2. Briefly describe how the grantee plans to collaborate with appropriate Continuum(s) of Care and mainstream resources regarding HPRP activities (limit 250 words).

Response:

The LCG, DCD will collaborate with the ARCH (Lafayette's Continuum of Care coalition) in the manner explained above. HPRP funds will be provided to ARCH members.

Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness Prevention and Rapid Re-Housing Program (HPRP)

3. Briefly describe how HPRP grant funds for financial assistance and housing relocation/stabilization services will be used in a manner that is consistent with the grantee's Consolidated Plan (limit 250 words).

Response:

The LCG 2008/2012 Consolidated Plan has identified transitional and permanent housing for the homeless as a priority need. Although there is a need for financial assistance and stabilization services, the LCG 2008/2012 Five-Year Consolidated Plan does not consider them high priorities due to reduced federal entitlement funding. The LCG simply does not have the entitlement funding necessary to address all existing homeless needs. This substantial amendment to the LCG 2008 Annual Plan will allow for the funding of financial assistance and housing stabilization services with HPRP funds. HPRP subrecipient agencies intending to use HPRP for rental housing assistance will be required to receive a compliance certification with local housing codes for each housing unit in which an eligible HPRP participant intends to reside.

E. Estimated Budget Summary

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee's preliminary estimated amounts for various HPRP activities. Enter the estimated budget amounts for each activity in the appropriate column and row. The grantee will be required to report actual amounts in subsequent reporting.

HPRP Estimated Budget Summary (rounded to nearest dollar)			
	Homelessness Prevention	Rapid housing Re-	Total Amount Budgeted
Financial Assistance ¹	\$322,989	\$80,747	\$403,736
Housing Relocation and Stabilization Services ²	\$183,027	\$45,757	\$228,783
Subtotal (add previous two rows)	\$506,016	\$126,504	\$632,518

Data Collection and Evaluation ³	\$6,729
Administration (up to 5% of allocation)	\$33,644
Total HPRP Amount Budgeted⁴	\$672,893

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the Homelessness
Prevention and Rapid Re-Housing Program (HPRP)**

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”

Homelessness Prevention and Rapid Re-Housing Program (HPRP) Certifications

The HPRP Grantee certifies that:

Consolidated Plan – It is following a current HUD-approved Consolidated Plan or CHAS.

Consistency with Plan – The housing activities to be undertaken with HPRP funds are consistent with the strategic plan.

Confidentiality – It will develop and implement procedures to ensure:

- (1) The confidentiality of records pertaining to any individual provided with assistance; and
- (2) That the address or location of any assisted housing will not be made public, except to the extent that this prohibition contradicts a preexisting privacy policy of the grantee.

Discharge Policy – A certification that the State or jurisdiction has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS – It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.

Signature: *[Handwritten Signature]*

Title: *City-Parish President*

Date: *5/3/09*

**Substantial Amendment to the Consolidated Plan 2008 Action Plan for the
Homelessness Prevention and Rapid Re-Housing Program (HPRP)**

E. Authorized Signature

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)


Signature (Print name and title)

5/2/09
Date

City Parish President
Title